

Introductory Speech made by [redacted]
Approved For Release 2005/08/03 : CIA-RDP70-06211R000500040112-7
introducing Don H. Simon, State Department

Good Morning - I am pleased to see you all here
this morning. I particularly want to welcome those
of you who are here for the first time - even
though your primary assignment may not be in the
records management profession, you are welcome to
our meetings *at all times.*

I do not think we should take the time
this morning to have every one introduce themselves.

I would like, however, to ask [redacted]

Chief of the Systems Group, DDP to stand. Also

[redacted] Chief, RI. And I think you should

know that I am [redacted] - the CIA Records

Administrator.

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Before proceeding with the principal topic
of our meeting, I have one or two preliminaries -

First - I want to thank sincerely you
Records Officers for the excellent cooperation
you ^{are} have given my Staff in our efforts
to utilize filing equipment and supplies which have
become excess to the needs of some offices. Since
January of this year equipment valued at over
 has been salvaged. We expect that at
least more of this equipment will be
picked up as a result of your visit

last Wednesday.

Second - On 14 June at 10:30 AM there will
be an interesting meeting at the National Archives

Building sponsored by the Forms Management

Council. The speaker is Ray Marien of the Olin
Mathieson Chemical Corp., the subject "Marien on
Forms" - Ray is an authority in this field.

I think you will enjoy hearing him.

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Our guest speaker today is Donald J.

Simon, Chief Division of Records Management,
Department of State. In this position, Don has
two responsibilities - that of a staff officer to
establish policies, standards and procedures for
such conventional records management activities as
filing systems - filing equipment - records
disposition- vital records and correspondence;
and as a line officer he operates a large central file
for the department.

Don came to the State Department in 1957 after
more than 16 years with the Department of Agri. -
this time
most of which was in records management. Since 1957
he has revitalized and revoluted the entire
records system of the Department. In recognition of
his accomplishments, the Department recently
presented him a Meritorious Service Award for his
outstanding work.

I have known Don almost since he came to the

State Department. It has been a real pleasure to have
the privilege of associating with such a fine gentleman
and such a true professional records management
man. May I present to you, my friend, Donald J.
Simon, Chief, Division of Records Management -
Department of the State

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